

## Self-assessment Checklist

### Category 1: Don't Duck Metadata

Principal point of contact: \_\_\_\_\_ Organization/Agency \_\_\_\_\_

Address: \_\_\_\_\_

Telephone and fax numbers: \_\_\_\_\_

Email address: \_\_\_\_\_ Web site URL: \_\_\_\_\_

Please check boxes below that best describe data sharing and infrastructure characteristics of your organization. The FGDC will use this information to evaluate projects and match organizations that need help with organizations that can provide help, to organize regional meetings, and to assess funding levels for project efforts. Check all items that apply.

**1. Organization type**☐ Federal government☐ State government☐ Local government☐ Tribal government☐ Private sector☐ Academic☐ Non profit☐ State/regional coordination group (see item 9 before proceeding further)☐ Other (explain)☐ develops data jointly with others☐ Other (explain)**2. Infrastructure**

My organization:

*Internet connectivity:*☐ is not connected to the Internet☐ is connected to the Internet*Metadata development:*☐ does not collect metadata☐ uses a metadata software collection tool (name) \_\_\_\_\_*Clearinghouse functionality:*☐ does not operate a clearinghouse for distribution of data outside our organization☐ has browse only access to metadata and data☐ is able to search collections of data☐ is or will soon operate a map server on the Internet**3. Data sharing experience.**

My organization:

☐ does not share data with others☐ meets with others to discuss data issues☐ uses the data of other organizations to do our work☐ contributes data to regional data efforts**4. Organizational capacity**

My organization:

☐ needs training in FGDC metadata☐ needs training in FGDC clearinghouse☐ has staff that can train others in☐ FGDC metadata development☐ FGDC clearinghouse establishment☐ has FGDC metadata and clearinghouse experience but needs outside assistance to train others (explain)☐ has access (or could have access) to student help or work-study help☐ has access to a facility that can be used for a workshop☐ has access to computer facilities that can be used for hands-on training☐ other (explain)**5. Data Themes**

My organization will collect:

# files of metadata - for these categories of data:

\_\_\_\_\_ ☐ Geodetic Control\_\_\_\_\_ ☐ Orthoimagery\_\_\_\_\_ ☐ Elevation & Bathymetry\_\_\_\_\_ ☐ Transportation\_\_\_\_\_ ☐ Hydrography\_\_\_\_\_ ☐ Governmental units\_\_\_\_\_ ☐ Cadastral\_\_\_\_\_ ☐ \_\_\_\_\_\_\_\_\_\_ ☐ \_\_\_\_\_\_\_\_\_\_ ☐ \_\_\_\_\_\_\_\_\_\_ ☐ \_\_\_\_\_

\_\_\_\_\_ TOTAL # OF FILES

*Data Access:*

- G data will be in the public domain
- G data will be available free
- G data will be available for a fee
- G data holdings will not be available to the public

## 6. Metadata development

My organization:

*Understanding:*

- G has never heard of metadata
- G has produced metadata, but we are not sure if it is FGDC compliant
- G has produced FGDC-compliant metadata for the following number of data sets:

G 1-9

G 10-100

G Over 100

*Use of metadata software:*

- G has used and evaluated several metadata software packages
- G has developed in-house paper based, electronic, or online training materials on metadata

G has developed an automated metadata collection or update system

*Data management practices:*

- G stores metadata as text files
- G stores metadata in a relational database
- G has experience managing metadata with \_\_\_\_\_ software

G other (explain)

*Training experience:*

G has trained others to document data to the FGDC Content Standards for Digital Geospatial Metadata standard,

(# of workshops) \_\_\_\_\_

## 7. Clearinghouse node establishment

My organization:

- G has not set up a clearinghouse node
- G plans to set up a clearinghouse node
- G needs help setting up a clearinghouse
- G has set up a clearinghouse but it is not linked to the FGDC
- G uses another clearinghouse to site host our metadata (name) \_\_\_\_\_
- G has established a clearinghouse node in (place) \_\_\_\_\_
- G uses the clearinghouse to serve data

produced only by our organization

- G uses the clearinghouse to serve data from several to many organizations and is willing to add data from other organizations
- G has trained others to set up clearinghouse nodes (# of workshops) \_\_\_\_\_

## 8. Assisting others

My organization:

G can help others over the next year in:

G metadata development

G clearinghouse establishment

G can only work with others in our state or immediate locality

G is willing to travel to other states or regions

G can assist those with little previous exposure by providing introductory workshops

G can assist advanced users with workshops and technical assistance

G has access to a facility that can be used for a workshop (# people) \_\_\_\_\_

G has access to computer facilities that can be used for hands-on training (# of people) \_\_\_\_\_

G needs help finding and securing a facility that can be used for a workshop

G needs help finding computer facilities for hands-on training.

## 9. State/Regional Coordination Groups (only)

Coordination groups are collections of two or more organizations that collaborate on geospatial data activities. These may include State Geographic Information Councils.

My organization has:

G coordinated the responses from

(region) \_\_\_\_\_

G enclosed the self-assessment forms and budget worksheets from

(# of) \_\_\_\_\_ organizations

We have:

G assessed training requirements and capacities for the region

G prepared a consolidated funding proposal to address needs in the region

We will:

G plan and deliver services to other

organizations so that data identified in self-assessment forms are documented and served

G distribute funding to other organizations as

detailed in the budget worksheets